

GLEN ARBOR TOWNSHIP

ANNUAL REPORT

FISCAL YEAR April 1, 2022 to March 31, 2023

Your Township Board of Trustees is proud to serve you – the residents, property owners, and businesses of Glen Arbor Township. Fiscal year 2022-2023 saw several changes to the Township Board. In April 2022 Treasurer Lee Houtteman resigned his position as Township Treasurer. The Board thanks Lee for his three years of service to the Community.

State Law allows the Township Board 45 days to appoint someone to fill the vacant position. An advertisement was placed resulting in three candidates. Don Lewis was chosen as the next Treasurer which then left an open Trustee position. The process was repeated and Bob Hawley was appointed to fill the open Trustee position at the end of May 2022.

A week after filling the Trustee position Trustee John Pepler (JP) became ill and passed on August 9, 2022. The passing of JP was particularly difficult for Board members as we lost a colleague, a “team member” when the work was not finished, and a friend. JP grew up in Glen Arbor, and spent most of his adult/working life in the Township. His knowledge of Township history is irreplaceable but State Law requires the vacant position to be filled. In September 2022 the Board interviewed candidates for Trustee and chose John DePuy to fill the position. Both Bob Hawley and John DePuy have long histories with the Township and have participated in many varied roles in Township governance. This Annual Report is an overview of the accomplishments, finances, departmental activities and other events of the township for the fiscal year 4/1/22 - 3/31/23.

YOUR TOWNSHIP BOARD OF TRUSTEES

- Tom Laureto – Supervisor
- Don Lewis – Treasurer
 - Liaison to the Cemetery Advisory Board
 - Liaison to the Zoning Board of Appeals
- Pam Laureto – Clerk
 - Liaison to the Park and Recreation Board
- Bob Hawley – Trustee
 - Liaison to the Planning Commission
- John DePuy – Trustee

TOWNSHIP INFRASTRUCTURE. In addition to the regular ongoing maintenance at the Township Hall the Township Board approved several other projects. In the spring we had all the windows and screens cleaned at the Hall and Office. An old shed was removed from the parking lot at the Township Hall and damaged underground electric service to the garage was repaired.

We were sad to see a very large Oak tree in Township Parking Lot die. To ensure public safety the tree was removed. The sign post at the driveway entrance and the back stairwell to the Kitchen were both repainted. And, all the tile floors at the Township Hall and Offices were professionally cleaned.

In addition to the yearly generator maintenance, the now over 10 years old generator needed several replacement parts.

At the Township Park, a broken sink was replaced and a leaking toilet was repaired. The pavilion near Lake Street was power washed and stained. Additional engineered wood fiber was added to the playground and aluminum signage was purchased for the pickleball and tennis courts. Per the Township's contract for gymnasium use at the Leelanau School, the gymnasium's floor was professionally cleaned.

At the Glen Arbor Garden restrooms, a hand dryer was replaced as were several flush levers.

The Township, with the support of TART Trails, is continuing the engineering work on the preliminary trail design for the Sleeping Bear Heritage Trail. We expect the preliminary designed to be completed in early FY 2024.

TREASURER'S OFFICE. The Treasurer's Office is required by law to receive and take charge of all funds belonging to the Township and those funds to be distributed to other taxing authorities. These collections are primarily real estate and personal property taxes, but also include other Township deposits from permits, rental fees, lease agreements, and more. The Treasurer is required to pay out funds to local school districts such as the Glen Lake Community School and North Ed Career Tech. Other governmental units also receive tax money from Glen Arbor Township according to each taxing authority's millage. Temporary surplus funds are invested prudently with the emphasis on the safety of the principal as required by state law. The Treasurer is assisted by a Deputy Treasurer, Dotti Thompson.

During fiscal year 2022-2023, the Treasurer's Office reported:

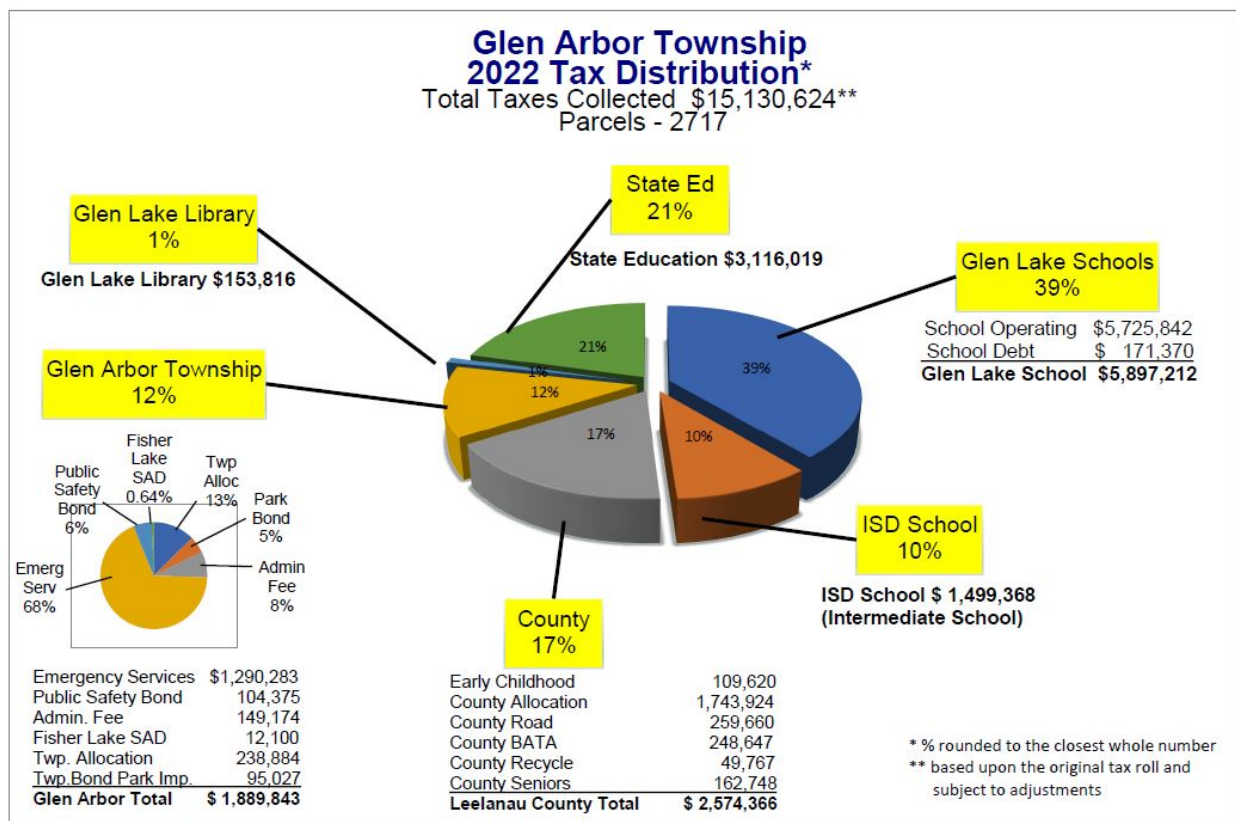
- Total property taxes collected and processed were \$15,130,624. This is an increase of \$637,070 from the \$14,493,554 collected in 2021 and an increase of \$547,499 from the \$14,583,125 collected in 2020.

These receipts were distributed to Leelanau County, Glen Lake Community School, State Education, Northwest Educational Services (North Ed Career Tech), and the Glen

Lake Community Library (GLCL). Glen Arbor Township received approximately 12% of the collected taxes (\$1,889,843) of which approximately 13% (\$238,884) is used to fund Township operations and 68% (\$1,290,238) to fund the Glen Lake Fire Department. (See Tax Distribution Chart)

Non-tax receipts in 2022-2023 totaled \$258,881. These receipts include a federal American Rescue Plan Act (ARPA) grant (\$45,135), revenue sharing from the State of Michigan (\$71,108), Tower Lease payments (\$71,903), Township Hall rentals (\$11,900) along with other permits, fees, dividends, contributions, and miscellaneous revenue.

- Interest income for 2022-2023 was \$2,398 as rates for certificates of deposits and money market investments remained very low for most of the fiscal year.



CLERK'S OFFICE. The responsibilities of the Clerk's Office are primarily set by state statute and include, but are not limited to, Election Administration, Freedom of Information Coordinator, Record Retention, Township Notices, Fiduciary Responsibilities, and updates to the Township Ordinances.

In Glen Arbor Township, the Clerk's Office also performs many non-statutory duties such providing free notary services to the public, maintaining the Township calendar and website, coordinating Township Hall rentals, coordinating the maintenance and repair of

Township infrastructure and, assisting the Chief of the Glen Lake Fire Department with administrative work. The Clerk is assisted by a Deputy Clerk, Michele Aucello.

Ordinances. The Clerk's Office is responsible for the codification and publication of Township Ordinances. Last fiscal year the Clerk, with the help of the entire Township Board, began reviewing Township Ordinances and making updates where necessary. This project was on hold during the busy 2022 election season but is resuming and should be concluded during fiscal year 24.

Elections. Glen Arbor Township held two elections in fiscal year 22-23; the State Primary on August 2, 2022 and the General Election on November 8, 2022. In August, 467 of the 918 registered voters cast a ballot, a 50.87% turnout. Of those who voted 234 voted by mail in ballot and 233 voted in person. In November the total number of registered voters increased to 942 of which 715 people voted, a 75.90% turnout. Of those who voted, 450 voted by mail in ballot and 265 voted in person. In August, Glen Arbor Township had the highest voter turnout of the 11 Township's in Leelanau County and the Township had the 2nd highest turnout in November.

Freedom of Information (FOIA). The Clerk's Office responded to 14 FOIA requests filed during 2022.

Legal Notices and Posting of Official Township Meetings and Minutes. The Clerk's Office is also responsible for the preparation, publication and posting of all public notices including those pertaining to elections. Legal notices must be submitted for publication in the Township's newspaper of record. Notices are done to meet the Open Meetings Act requirements, advising members of the community of upcoming meetings and public hearings, as well as changes to ordinances. Legal notices are submitted to the Leelanau Enterprise, posted online, posted outside the Township Office and, posted at the Glen Arbor Post Office. Minutes of the Township Board meetings, and also the various Township advisory boards and commissions are published on the Township's website (glenarbortownship.com) and copies are kept in the Clerk's Office for public inspection.

Notary Services and Oaths of Office. The oath of office must be taken whenever an official is elected or appointed, and every time the official is reelected or reappointed. The Township has adopted the same policy for all those serving on appointed boards and commissions. Taking the oath gives credibility to the position to which a person has just been appointed or assigned and it creates a "paper trail" for the date of appointment. During FY 2022-2023, the Clerk's office gave 14 oaths of office for public service and fire department appointments and performed notarial services for many residents, taxpayers, and visitors.

ASSESSOR (Submitted by Tim Cairns, MAAO(3) and Polly Cairns MMAO(4)). All Leelanau County townships had underassessment sale ratio studies, including Glen Arbor at 42%, Empire at 43%, Leland at 39%, and Suttons Bay at 41%. In Glen Arbor, residential and commercial properties continue with underassessment sale ratios.

March 31st marks the endpoint of the twenty-four-month sales ratio study, and preliminary sales data points toward another 42% ratio requiring increases on the 2024 assessments. We anticipate similar results throughout Leelanau County. Glen Arbor's current and prior years' twenty-four months sales study ratios were as follows: 2023 42%, 2022 48%, 2021 49%, 2020 48%, and 2019 47%.

National trends can provide analytical benchmarks for when value gains might moderate locally. The S&P Case Shiller's 20 major city home price index measuring annual gains on resold houses dropped from double-digit growth to historically common, low single digits. Three cities, Miami, Tampa, and Atlanta, continued to post double-digit annual gains into 2023. Locally, sales ratios from April to March will provide insight into what buyers think of Glen Arbor's value relative to these major cities and will dictate any increase to the 2025 assessments.

TOWNSHIP HALL USE and EVENTS IN TOWN. The Township Hall was used by many groups and families throughout the year including: fitness classes, pickleball play, Men's basketball, GLFD Pancake Breakfast, Glen Arbor Women's Club meetings, Glen Lake Women's Club Art Fair, 3rd – 6th grade basketball teams from Glen Lake School, and numerous Glen Arbor families. In addition, the Hall was rented by various groups for meetings, art fairs, music festivals, receptions, a political debate, and two wedding events. Township Hall rentals generated \$11,900.00 and run/race events sponsored by Lake Love Events and Race Day Events generated \$4,327.00 of income.

PLANNING AND ZONING. In 2022 the Township's Zoning Administrator, Tim Cypher, issued 43 land use permits, 2 land divisions, 1 property line adjustment, and 0 special land use permits. ZA Cypher investigated 2 zoning violations, made 69 construction inspections, and supplied information to 550 township residents and others via phone and email. The township received approximately \$5,885.00 in permit/zoning fees.

There was one Zoning Board of Appeals proceeding in FY22-23. Trustee Hawley joined the Planning Commission, filling John Pepler's seat as the Township Board Representative. The Planning Commission continued editing work on the zoning ordinance, reviewed two site plans, and held one public hearing on a proposed text amendment to the zoning ordinance.

GLEN ARBOR PARK (Submitted by John McIlvried, PARB Chair). The Glen Arbor Parks and Recreation Board (PARB) is comprised of five members who give vision to the Township Park by advising the Township Board. In addition, PARB has taken on a broader set of responsibilities in that they are advising the Township Board on community recreation activities beyond the Township Park.

This year saw several changes in PARB membership – Rick Schanhals and Ron Calsbeek left the Board after many years of exceptional service. Current members include Kim Volk, Annabel Moore, Susan Betzig, Bob Merritt, John McIlvried, and Pam Laureto (liaison to the Township Board).

One of PARB's primary objectives for the year was creating a 5-year "Community Parks and Recreation Plan". Activities involved contracting with a firm (Johnson Hill Land Ethics Studio) to help with developing the plan, creating and disseminating a survey to Glen Arbor residents, analyzing results from the survey, writing a draft 5-year plan, promoting/advertising public hearings, contacting and interviewing focus groups comprised of special interest groups, conducting public hearings on the proposed plan, creating a final version of the plan based on feedback from constituents, submitting the plan to the Township Board for approval, and submitting the 5-year plan to the Michigan DNR. This approved plan will be needed in order for Glen Arbor Township to apply for future DNR grants (i.e., Michigan Natural Resources Trust Fund, Land and Water Conservation Fund and/or a Recreation Passport Grant).

A second objective involved working with Johnson Hill consultants to apply for a "SPARKS" grant. Activities involved a number of discussions about Township needs, establishing a prioritized list of desired improvements to address the identified needs, creating a specific focus for the grant application, and writing/proofing and submitting the grant application. We did not receive the grant funds in the first round of applications but will resubmit for the next round once it is announced.

Based on the results of the 5-year plan, the PARB identified 3 main focus areas for the coming year. The first involves strategies to develop and maintain existing parks and recreation facilities. The second involves developing and/or expanding recreational programming. The third involves exploring and developing partnerships with other organizations, park systems, and entities within the region for the purpose of supporting goals that are of mutual interest/benefit. PARB subcommittees were established to work on each of these 3 goals during the coming year.

Other activities PARB was involved in during fiscal year 22-23 were:

- Promoting, organizing, and conducting a Tennis Tournament held on June 23 and 24. There were 24 participants in three divisions and the tournament raised \$600. (All money raised goes to support Township Park and Recreation activities.)
- Promoting, organizing, and conducting a Pickleball Tournament held on September 17th. Twenty-nine (29) people participate in 44 teams across all divisions and this tournament raised \$680.
- Sound Garden Pop Ups – Last summer the Glen Arbor Art Center sponsored these free classical music pop up concerts on Wednesday afternoons in the park. They were well-received.
- Numerous items related to park maintenance were addressed. These included things such as leaf blowing, raking of wood chips, weeding, picking up trash, maintenance of playground equipment, putting up/taking down windscreens and nets, general facility repairs, etc. The majority of these were done by PARB members (usually on a daily/weekly basis), with occasional help from volunteers and the Township Supervisor.

GLEN LAKE FIRE DEPARTMENT (Submitted by Chief Ferguson). The Glen Lake Fire Department had several notable achievements in Fiscal Year 22-23. Below are highlights:

- In 2022, the Fire Department responded to 614 emergencies. This represents a modest increase from 2021 and is the highest number of calls for service in the past seven years.
- Firefighters Nate Feldpausch and Chase Showers completed the Paramedic course and became State Certified Paramedics for the department.
- In August of 2022 it was announced that the FEMA Assistance of Firefighters Grant (AFG) program selected the department's application for a \$95,000 award to acquire a diesel exhaust ventilation system to be installed at Station #1 in Glen Arbor. This new system will help to protect department members by preventing the cancer-causing diesel particulate carcinogens from becoming airborne inside the station.
- Overall, staff completed 3,666.28 hours of training in 2022.
- During 2022, the department reached approximately 61 people in the area with CPR education.
- The Department completed the bid process for a replacement for Engine 211 which resulted in an order for a new Spartan Engine. The expected delivery for the new engine, which will be housed at Station #2 in Empire, is October 2023.

View the department's complete annual report at:

<https://glenarbortownship.com/departments/emergency-services/forms-reports-resources/>

HISTORIC GLEN ARBOR CEMETERY (Submitted by Linda Dewey, CAB Chair). The Cemetery Advisory Board (CAB) focused their work on three main areas during fiscal year 2022-2023.

Community Education: The CAB coordinated and organized the 8th grade field trip and research project this year, including the Empire and Leelanau historical museums and local historians. Students chose an individual, known to be buried in the cemetery, to research. CAB hosted a memorial ceremony at the cemetery the Friday before Memorial Day. The press was involved in both projects.

Restoration and Maintenance: This year, the 1-acre site was smoothed over in preparation for ground penetrating radar (GPR). Several headstones have been cleaned and repaired. Only ground-lying stones within the Trumbull plot need repair at this time. The National Park continues to maintain the access path. Towards the end of the Fiscal Year the Township prepared a Request for Proposal (RFP) for Ground Penetrating Radar to which 7 companies replied. The GPR work to locate unmarked burial sites will occur in Spring 2023. The CAB began researching stone markers for placement at GPR identified burial sites.

History: The CAP is continuing research trying to find new information on persons buried in the cemetery, most recently on the trials regarding the estate of Nellie Lundgren filed in 1905, and the trial of Asa Allen for the murder of William Knickerbocker. The committee continues to transcribe many, many nearly illegible historical documents relating to individuals known to be buried at the cemetery.

GLEN LAKE COMMUNITY LIBRARY (Submitted by David Diller, Library Director). Over the past year, the Glen Lake Community Library has welcomed more visitors and circulated more materials than ever before. Our new facility allows us to provide a diverse range of services: weekly preschool story hours and summer learning activities for youth; study and work spaces; public access computers, WiFi, printing and faxing; meeting space for community groups; and a growing schedule of educational and enrichment programs throughout the year. Our traditional collections of books and media are well used, along with a robust offering of digital collections, including electronic books, audiobooks, streaming video, and access to the Wall Street Journal. Additional enhancements to our outdoor spaces are slated for 2023, and they will make the library an even more attractive and functional destination. We're also continuing to explore partnerships with more community groups, including Glen Lake Community Schools. For more information, see our website at glenlakelibrary.net.

GLEN LAKE COMMUNITY SCHOOL (submitted by Don Lewis, Treasurer and Laker Fan) 2022 was a banner year for Glen Lake student athletes who showcased their talents and made their community proud. The boys track team were regional champs and both the boys and girls track teams had state qualifiers. The golf team was also regional champions and placed third at the state finals. The tennis team had state qualifiers. The Equestrian team was regional champs with state qualifiers and the girl's bowling team was a state qualifier. The highlight of the year was the Girls Basketball Team winning the State Championship. Congratulations to all these teams for their outstanding performances. GO LAKERS!!!

In closing, I would like to express the Township Board's heartfelt appreciation to the 40 plus residents who serve on township committees, advisory boards, and commissions and commend them for their excellent work and willingness to serve. And to the hundreds of other residents/taxpayers who "step-up" to make our community so enjoyable.

On Behalf of the Township Board, Thank you.

Tom Laureto
Supervisor